

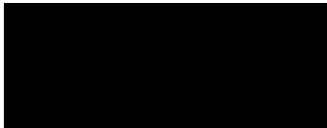
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*See*

30 August 1951

Report from Room 220, week of 27-31 August

To:



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From:

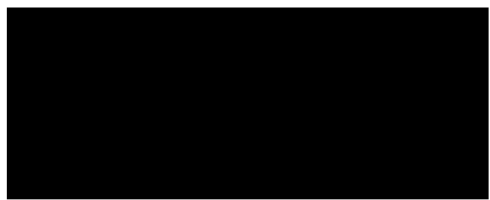
1. Daily visits to classes in Alcott B2 have been part of the week.
2. We have distributed another set of memos on the next refresher course.
3. Mrs. [REDACTED] and I have set up the individual folders for all trainees and are in the process of completing the new Kardex files.
4. I met with Dr. [REDACTED] to restate and reconfirm present procedures.
5. I have made further efforts to bring "L" Building Personnel Office into the picture as far as training requests for [REDACTED] [REDACTED] are concerned.
6. I am continuing the exploration of visual aids, commercial tests, and streamlined grammar courses wherever I can find them.

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IN CLASS/ [REDACTED] CHANGED TO: TS S @ RET. JUST. 22  
NEXT REV DUE 89 17979 REVIEWED 29 22 TYPE DOC. 03  
NO. PGS. 1. CREATED \_\_\_\_\_ ORG CODE 11 0911 ORG CLASS u  
REV CLASS e REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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